

To: Members of the Budget and Administration Committee

Quorum: 3

You are hereby requested to attend an Extraordinary meeting of the Budget and Administration Committee of BERWICK-UPON-TWEED TOWN COUNCIL to be held in The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed, on MONDAY, 03 FEBUARY 2025 AT 5:00 PM.

The Agenda for the meeting is set out below.

Cllr J Robertson

Proper Officer

29 January 2025

AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM	
1.	OPEN SESSION	
	Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This is for a period of 15 minutes overall and is limited to 3 minutes per person.	
2.	APOLOGIES FOR ABSENCE	
	To receive apologies for absence.	
3.	DISCLOSURE OF INTERESTS	
	(i) Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 9 July 2012, and are reminded that if they have any personal interests of a prejudicial nature they must not participate in any discussion or vote on the matter and must leave the room. (ii) To receive and consider requests from members who have a Disclosable Pecuniary Interest in any items on the agenda an application for dispensation under section 33 of the Localism Act 2011 to enable members to participate in discussions and voting.	

4.	VAN PURCHASE	
	To consider allocation of funding for the purchase of a van including associated costs such as sign writing.	
5.	UPDATE FROM COMMUNICATION MEETING	
	To receive an update from the Operations Manager.	
6.	DATE OF NEXT MEETING	
	The next meeting of the committee will be held on Monday, 10 March 2025 at 6:00 pm.	
	MEMBERS OF THE BUDGET AND ADMINISTRATION COMMITTEE	
	Councillors: Rachel Driver, Mike Greener, Laura Hawken, Rosemary Mackenzie, Philip Rowe and Thomas Stewart.	